

# APPLICATION COVER SHEET FOR NEH GRANT PROGRAMS

## 1. PROJECT DIRECTOR OR INDIVIDUAL APPLICANT

Mr.  Mrs.  Ms.  Dr.  Prof.

Major Field of Study: \_\_\_\_\_

Name (last, first, middle): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone (work): \_\_\_\_\_ (home): \_\_\_\_\_ Fax: \_\_\_\_\_

## 2. INSTITUTION INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

DUNS Number: \_\_\_\_\_ Employer ID Number: \_\_\_\_\_

## 3. TYPE OF APPLICANT

Institution

Individual

*Fellowships, Stipends, &  
Faculty Research Awards*

Type: \_\_\_\_\_

Citizenship:  US  Other

University  College Teacher /  
Teacher Ind. Scholar

Status:  Private Nonprofit

Country: \_\_\_\_\_

Unit of State/Local Gov't

Month/Year: \_\_\_\_\_

Jr. Scholar  Sr. Scholar

4. CONGRESSIONAL DISTRICT: \_\_\_\_\_

5. GRANT PROGRAM: \_\_\_\_\_

6. TYPE OF APPLICATION:  New  Supplement Current Grant Number(s): \_\_\_\_\_

7. PROJECT FIELD CODE: \_\_\_\_\_

8. PROJECT TITLE: \_\_\_\_\_

9. PROJECT DESCRIPTION (use only space provided):

10. REQUESTED GRANT PERIOD: From: \_\_\_\_\_ To: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
Project Title: \_\_\_\_\_

### 11. PROJECT FUNDING FOR INSTITUTIONS

*Programs other than Challenge Grants*

a. Outright Funds \$ \_\_\_\_\_  
b. Federal Match \$ \_\_\_\_\_  
c. Total from NEH \$ \_\_\_\_\_  
d. Cost Sharing \$ \_\_\_\_\_  
e. Total Project Costs \$ \_\_\_\_\_

*Challenge Grants applicants only*

a. Fiscal Year #1 \$ \_\_\_\_\_  
b. Fiscal Year #2 \$ \_\_\_\_\_  
c. Fiscal Year #3 \$ \_\_\_\_\_  
d. Total from NEH \$ \_\_\_\_\_  
e. Non-Federal Match \$ \_\_\_\_\_  
f. Total \$ \_\_\_\_\_

### 12. ADDITIONAL FUNDING

Will this proposal be submitted to another NEH division, government agency, or private entity for funding?

Yes  No If yes, indicate where and when: \_\_\_\_\_

### 13. GRANT ADMINISTRATOR INFORMATION FOR INSTITUTIONS

Mr.  Mrs.  Ms.  Dr.  Prof. Title: \_\_\_\_\_

Name (last, first, middle): \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 14. FELLOWSHIPS AND SUMMER STIPENDS APPLICANTS

List the name, department, and institutional affiliation of your referees.

a. \_\_\_\_\_

b. \_\_\_\_\_

Summer Stipends applicants only: Provide the name, title, and signature of your nominating official.

Printed name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 15. CERTIFICATION

By signing and submitting this application, the individual applicant or authorizing official certifies that all statements contained herein are true and correct to the best of their knowledge and belief, and, if applying for more than \$100,000, is providing the certification on lobbying activities as set forth in these guidelines.

Printed name of individual applicant / authorizing official: \_\_\_\_\_

Title of individual applicant / authorizing official: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For NEH use only:

date received:

application #:

initials:

# INSTRUCTIONS FOR NEH GRANT PROGRAMS

## APPLICATION COVER SHEET

*All grant applications must be accompanied by an application cover sheet.*

### 1. PROJECT DIRECTOR OR INDIVIDUAL APPLICANT

Provide the personal contact information for the person conducting the project, including name, address, e-mail, and telephone and fax numbers.

Individual applicants should enter the code for their major field of study (see codes on page 5).

### 2. INSTITUTION INFORMATION

**Individual applicants:** Indicate the name and address of your institution.

Applicants for Faculty Research Awards or Institutional Grants should indicate if their institution is a Historically Black College, Hispanic-serving Institution, or Tribal College.

**Institutional applicants:** Indicate the name and address of your institution. Provide your institution's DUNS Number and Employer Identification Number.

Beginning October 1, 2003, all institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution's grant administrator or chief financial officer to obtain their institution's DUNS number. Federal grant applicants can obtain a DUNS number for free by calling 1-866-705-5711. For more information about obtaining a DUNS number, visit [www.neh.gov](http://www.neh.gov).

### 3. TYPE OF APPLICANT

**Check "institution"** if an institution or nonprofit organization will administer the grant. Provide the following:

*Institution type.* Describe the type of institution: educational (e.g., secondary school, school district, two-year college, four-year college), religious organization, museum, historical society, government (e.g., state, local), media (e.g., TV, radio, newspaper), library (e.g., local, public, research), center (e.g., advanced study, research), or any other term that best describes the institution.

*Institution status.* Indicate private nonprofit or a unit of government.

**Check "individual"** if applying for a Fellowship, Faculty Research Award, Summer Stipend, or any other program that awards grants directly to individuals. Provide the following:

*Citizenship status.* Indicate your citizenship status. If you are not a U.S. citizen, specify the month and year when you most recently came to live in the United States.

*Professional status.* Indicate whether you are a university teacher or a college teacher/independent scholar. Also indicate whether you are a junior scholar (an instructor or assistant professor or the recipient of an academic degree no more than seven years ago) or a senior scholar. See program guidelines for further details.

#### 4. CONGRESSIONAL DISTRICT

Provide the number of your congressional district. Institutional applicants should use the district in which their institution resides. Individual applicants should use the district for their primary residence. For example, if your institution is located in the 5th Congressional District of California, put a “5.”

If you don’t have a congressional district (e.g. you live in a state or U.S. territory that doesn’t have districts or you reside in a foreign country), put a “0.”

If you need help determining your district, please visit the House of Representatives website at <http://www.house.gov/> and use the “Find Your Representative” tool.

#### 5. GRANT PROGRAM

Write the name of the NEH grant program for which you are submitting an application.

#### 6. TYPE OF APPLICATION

**Check “new”** if the application requests a new period of funding, whether for a new project or the next phase of a project previously funded by NEH. Proposals for Fellowships, Summer Stipends, and Faculty Research Awards are considered new applications.

**Check “supplement”** if the application requests additional funding for a current NEH grant. If requesting a supplement, provide the current grant number. Applicants should discuss their request with a program officer before submitting an application.

#### 7. PROJECT FIELD CODE

Indicate the humanities field of the project using the codes listed on page 5. If the project is multidisciplinary, choose the code that corresponds to the project’s predominant discipline.

#### 8. PROJECT TITLE

Indicate the title of the project. Titles should be brief, descriptive, and substantive. They should also be informative to a non-specialist audience.

#### 9. PROJECT DESCRIPTION

Provide a description of the project in the space provided. Descriptions should be written for a non-specialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities.

#### 10. REQUESTED GRANT PERIOD

Give the beginning and ending date of the requested grant period. Grants must begin on the first day of a month and end on the last day of a month. See program guidelines for the allowable length of a grant.

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## 11. PROJECT FUNDING

Enter the appropriate figures from the budget being submitted as part of the application.

For programs that have a set stipend (i.e., Fellowships, Summer Stipends, and Faculty Research Awards), enter the amount of the stipend in column one, line E, “total project costs.” For stipend amounts, see the “Award Information” section of the program’s guidelines.

Challenge Grants applicants should use the second column.

## 12. ADDITIONAL FUNDING

Indicate whether the proposal will be submitted to another NEH division, government agency, or private entity for funding. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the application’s review. If not applicable, write “NA.”

## 13. GRANT ADMINISTRATOR INFORMATION FOR INSTITUTIONS

*Individual applicants do not need to provide this information.*

Indicate the form of address, position title, name, and institution for the official responsible for the administration of the grant (e.g., negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants or research officer, or a sponsored programs official. The project director should **not** be listed here.

Enter the mailing address, telephone and fax numbers, and e-mail of the grant administrator.

## 14. FELLOWSHIP AND SUMMER STIPEND APPLICANTS

Provide the names, departments, and institutions of referees.

Summer Stipend applicants who require nomination must provide the name, title, and signature of their nominating official. Other applicants do not need to be nominated. (See program guidelines for further details.)

## 15. CERTIFICATION

Provide the name and title of the individual applicant or, in the case of an institutional applicant, the authorizing official. The authorizing official (e.g., president, vice president, executive director, provost, or chancellor) is the person who is authorized to submit applications for funding on the applicant institution’s behalf and provide the certification on lobbying activities required below. This person must sign and date the application.

When requesting more than \$100,000, applicants must also certify that no federal funds have been or will be paid to any person to influence the funding decision. In the unlikely event that applicants have used or plan to use nonfederal funds for this purpose, they must request, complete, and submit a standard disclosure form.

More information about the certification can be found in the Award Administration section of NEH’s program guidelines or by contacting NEH’s Office of Grant Management, Room 311, Washington, DC 20506, 202-606-8494. Applicants should read the certification before signing the application.

## **Application Completion Time**

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application. Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Director of the Office of Publications, National Endowment for the Humanities, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

## **Privacy Act**

This information is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

## PROJECT CODES

Use the categories and codes listed below to complete blocks 1 and 6 of the cover sheet. If the exact category is not provided, select one that best describes your project. NEH uses these codes to sort applications and grants by subject matter. The listing is not comprehensive and is not meant to define the disciplines of the humanities.

### Anthropology L1

### Archaeology U6

### Archival Management/ Conservation I1

### Arts/History and Criticism MA

Architecture: History &  
Criticism U3

Art: History & Criticism M1

Dance: History & Criticism M3

Film: History & Criticism M4

Music: History & Criticism M5

Theater: History & Criticism M2

### Communications P2

Composition & Rhetoric P1

Journalism P4

Media P3

### Education H1

### Ethnic Studies K1

Asian American K5

Black/African American K4

Hispanic American K3

Jewish K6

Native American K2

### History A1

African A2

American A3

Ancient AC

British A4

Classical A5

European A6

Far Eastern A7

Latin American A8

Near Eastern A9

Russian AA

South Asian AB

### Humanities U8

### Interdisciplinary U1

African Studies GI

American Studies G3

Area Studies GH

Asian Studies G5

Classics G7

Folklore/Folklife R1

History/Philosophy of Science,  
Technology, or Medicine GA

International Studies GG

Labor Studies G4

Latin American Studies GJ

Medieval Studies G8

Regional Studies GF

Renaissance Studies G9

Rural Studies GC

Urban Studies G2

Western Civilization GB

Women's Studies G1

### Languages C1

Ancient CC

Asian CA

Classical C2

Comparative C9

English CE

French C3

German C4

Italian C5

Latin American C6

Near Eastern CB

Slavic C7

Spanish C8

### Law/Jurisprudence Q1

### Library Science H3

### Linguistics J1

### Literature D1

African DK

American DE

Ancient DC

Asian DA

British DD

Classical D2

Comparative D9

French D3

German D4

Italian D5

Latin American D6

Literary Criticism DI

Near Eastern DB

Slavic D7

Spanish D8

### Museum Studies/Historic Preservation I2

### Philosophy B1

Aesthetics B2

Epistemology B3

Ethics B4

History of Philosophy B5

Logic B6

Metaphysics B7

Non-Western Philosophy B8

### Religion E1

Comparative Religion E5

History of Religion E2

Non-Western Religion E4

Philosophy of Religion E3

### Social Science U2

American Government F2

Economics N1

Geography U7

International Relations F3

Political Science F1

Psychology U5

Public Administration F4

Sociology S1